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PART-I

Notifications, Orders and Declarations by Haryana Government

HARYANA GOVERNMENT

IRRIGATION & WATER RESOURCES DEPARTMENT

Notification

The 10th January, 2024

Online Transfer Policy of Executive Engineers (Civil)

No. 1/74/2021-4IE.— In exercise of the powers conferred by the proviso to article 162 of the Constitution of India, the Governor of Haryana hereby makes the following Online Transfer Policy, namely:-

1. **Vision:** To ensure equitable distribution of Executive Engineers at different locations in a fair and transparent manner and to maximize job satisfaction amongst employees and further to improve performance of the department.
2. **Application:**—This Policy shall be applicable to all Executive Engineers (Civil) who are members of State cadre working on regular basis except Executive Engineers (Civil) posted in BBMB.
3. **Definitions:** In this policy, unless there be anything repugnant in the subject or context;
 - (a) **‘Blocked Posts’** means the vacancies of a cadre remain unfilled at any given point of time due to rationalization.
 - (b) **‘Prescribed Tenure’** means the tenure of appointment for a period of three years in a particular Division and six years in a Circle (as defined in Annexure-1). While calculating the tenure of an employee for the purpose of this policy, shall be counted including any period of temporary transfer/deputation or otherwise. However, an employee may participate in the transfer drive subject to completion of minimum two years service in a Division/ Circle;
 - (c) **‘Qualifying date’** shall be decided by competent authority separately for the purpose of calculation of prescribed tenure and tentative vacant post;
 - (d) **‘Service’** means duty period and all kinds of leave including extraordinary leave availed by Executive Engineers during the prescribed tenure.
 - (e) **‘Transfer’** means posting/appointment from one Division/ Circle to another on or before completion prescribed tenure in a Division/ Circle;
 - (f) **‘Vacant Post for transfer’** means
 - (i) a post not occupied by any Executive Engineers;
 - (ii) a post presently occupied by an Executive Engineers for a period of three years in a Division and six years in a Circle;

- (iii) a post on which an Executive Engineer has been appointed by temporary transfer/deputation or due to non-availability of online transfer drive;

Note-1.--- Where there are Blocked Posts in a cadre the same shall be excluded from the number of vacant post for transfer.

Note-2.--- The post against which any Executive Engineer has been posted/transferred on compulsion of administrative reason or litigation nature shall also not be included in the vacant posts for transfer.

Note-3.--- Department shall prepare the list of vacant posts for transfer and notify them for the benefit of stakeholder. Depending upon input from stakeholders, such list may be amended if required.

- (g) **‘Division/Circle’** means an area prescribed by the competent authority for the purpose of calculation of prescribed tenure and entitlement of any Executive Engineer for consideration of transfer from one Division/Circle to another under this policy; **Annexure-1**

4. General Principles:

(i) Time Scheduled for Online Transfers:

- (a) General transfers online will be made only once in a year. However, transfer/posting necessitated by promotion, posts needed to be filled up in a public interest, can be made anytime by the competent authority.
- (b) The online process will be completed and implemented as per exigency/convenience of the department.
- (c) Every Executive Engineers completing 3 years of stay/tenure in a particular Division or 6 years of stay/tenure in a Circle has to be compulsory shifted.
- (d) An Executive Engineer who has completed 3 years stay/tenure in a particular Division can opt for his transfer within Circle, but an Executive Engineer who has completed 6 years stay/tenure in a Circle cannot opt for his transfer within the same Circle.
- (e) In case, any Executive Engineer having 6 years of stay/tenure in a Circle or 3 years of stay/tenure in a particular Division do not submit his preference for his transfer then he is liable to be posted anywhere as per the vacancy. Once posted at one station, he will not be allowed to submit his option for 2 years and will be transferred as per provision of this policy as mentioned hereafter.
- (f) Minimum stay for seeking transfer shall be 2 years after which an Executive Engineer can participate in drive.
- (g) An Executive Engineer shall not be posted in his Home District.

(ii) Liable to be posted anywhere :

- (a) Executive Engineers are liable to be transferred under this policy in any Circle or anywhere in the State or within in India, in public interest, on completion of prescribed tenure.

(iii) Computerization of relevant service record of employees:

The Department shall ensure that all employees enter their service record in HRMS. Every employee shall be responsible for the accuracy and regular updation of data in the Management Information System in respect of his credentials, otherwise the department shall be at liberty to post him anywhere in the State.

- (iv) **Rationalization and Blocking of posts:** To avoid disproportionate concentration of employees at a particular station, the department should rationalize their sanctioned post and block actual vacant post to be kept vacant in the transfer drive. In the long run, however, the department may increase/decrease the total number of sanctioned posts as per their assessment/requirement in consultation with Work Assessment Cell in the Administrative Reforms Department and Finance Department.

5. Merit Criteria for allotment of post:

- (a) Merit for allotment of vacant post to any Executive Engineer shall be based on the total composite score of points earned by an Executive Engineer, out of 80 points as described below. An Executive Engineer earning highest points shall be entitled to be transferred against a particular vacancy.

- (b) Age shall be the Prime Factor for deciding the claim of the Executive Engineer against a vacancy since it shall have weightage of 60 points, out of total points.
- (c) A privilege of maximum 20 points can be availed by the Executive Engineer of special categories as indicated below:-

(A) Age: The first set of merit points will be the age of the Executive Engineer concerned enumerated below:-

Sr. No.	Major Factor	Sub-Factor	Max. Points	Criteria for Calculation
1	Age (Present date i.e. (1st January of the year of consideration minus date of birth)	Eldest person shall be given maximum points	60	Age in number of days/365 (maximum four decimal points only)

(B) Special Category:-

The Second Set of merit points will come from the special categories enumerated hereinafter:

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation
1	Gender	Female	10	10 Points shall be given to all female Executive Engineer
2	Special Category female Executive Engineer	Widow / divorced / legally separated / unmarried female employee of Executive Engineer more than 40 years of age/wife of serving Military personal / Paramilitary personal working outside the State	10	All female of this category shall be given 10 marks only
3	Special Category male Executive Engineers	Widower who has not re-married and has one or more minor children and / or unmarried daughter (s)	5	Eligible widowers shall be given 5 points only.
4	Differently abled persons	One Leg	20	40% to 60% disability = 10Marks
		One Arm	20	Above 60% to 80% = 15 Marks
		Hearing Impaired	20	Above 80% = 20 marks
5	Diseases of "Debilitating Disorders" i.e. (a) Currently suffering from Cancer; or (b) Having undergone by-pass heart surgery; or (c) Kidney transplant; or (d) Currently undergoing dialysis.	Self	10	Valid medical certificate issued during last one year by AIIMS (including its branches in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh, Medical college of Haryana Government or a medical board so constituted.
6	Diseases of "Debilitating Disorders"	Spouse/Un-married Children	10	Valid medical certificate issued during last one year by AIIMS (including its branches

Sr. No.	Major Factor	Sub-Factor	Max. Points	Explanation																		
				in Haryana), PGI Rohtak, PGI Khanpur Kalan, Kalpana Chawla Medical College Karnal, PGI Chandigarh, Medical college of Haryana Government or a medical board so constituted.																		
7.	Differently abled or mentally challenged children	Male/Female employee having mentally challenged or 100% differently abled child.	10	Male/Female employee having mentally challenged or 100% differently abled children shall be provided maximum 10 points.																		
8	Couple case	Applicable to both males and females	5	Employees’ spouses working in any department/board/ corporations under any state Govt. or Govt. of India.																		
9	Earning Performance	An employee earning good performance through ACR of last one year. Any ACR during the last 3years, if last ACR not available	5	Grading of ACR Outstanding = 5 Very good = 2 Others =0																		
10	Negative performance	An employee awarded with punishment during the period under: i) Rule-4 (a) ii) Rule-4(b)	(-)7 (-) 3.5	Deduction of points Under Rule <table><tr><td>Punishment awarded</td><td>4 (a)</td><td>4 (b)</td></tr><tr><td>1st</td><td>1</td><td>0.5</td></tr><tr><td>2nd</td><td>2</td><td>1</td></tr><tr><td>3rd</td><td>4</td><td>2</td></tr><tr><td>4th</td><td>5</td><td>2.5</td></tr><tr><td>5th</td><td>7</td><td>3.5</td></tr></table>	Punishment awarded	4 (a)	4 (b)	1st	1	0.5	2nd	2	1	3rd	4	2	4th	5	2.5	5th	7	3.5
Punishment awarded	4 (a)	4 (b)																				
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2nd	2	1																				
3rd	4	2																				
4th	5	2.5																				
5th	7	3.5																				
			Note:- 1. Both reductions to be made if punished under both. 2. The negative marks will be deducted from the maximum admissible 20 merit points																			

(C) The employees who are having disabilities of 80 % or more shall be given their choice of posting.

6. Procedure to be adopted:

- (i) Head of Department shall seek preferences for choice of stations in a Circle from the eligible employees for transfers. The transfer exercise shall be carried out only through approved web based application.
- (ii) The option once given and confirmed by the employees shall be final and cannot be changed.
- (iii) Merit criteria for allotment of station will be as per para 5 above.
- (iv) All transfers shall be implemented within 7 days of their issuance. The Treasury Officers concerned shall not draw the salary of the Executive Engineer, who has not complied with the orders.

- (v) Within 15 days of issuance of orders, the Executive Engineer aggrieved with the transfer process can represent to the department after joining at the new place of posting, on a grievance redressal forum to be provided by the department for this purpose. Their representation shall be considered in accordance with the policy and decision taken shall be conveyed to him. Further a Committee headed by the Deputy Commissioner and comprising of CMO and Superintending Engineer of concerned Circle may recommend deputation / temporary transfer of an employee after the transfer drive, on the basis of genuine and compelling reasons. The Committee will scrutinize such cases and send their recommendation to the Government which will be dealt under relaxation clause of the Transfer policy.
 - (vi) Online general transfer due to completion of prescribed tenure of 3 years shall be treated as 'transfer in public interest' and in such case the joining time and composite transfer grant shall be admissible as provision in Haryana Civil Services Rules, 2016.
7. **Bar against canvassing:** No Executive Engineer shall canvass for his case except through a representation to the Head of Department or to higher authorities in Haryana, as per this policy. All other individual representation shall be treated as an attempt to bring extraneous influence on the due process. No relief can be sought except the one already sought as per para 6 above.
8. **Appointment by promotion:-** Any Executive Engineer taken in a cadre through promotion/repatriation shall be posted in the Circle of eligibility and availability.
9. **Opportunity of option to certain categories:-**
- (1) The following categories of Executive Engineer will not be transferred unless they desire to participate in the transfer drive:-
 - (a) Executive Engineer having 12 months or less in retirement from the cut-off date of transfer drive;
 - (b) Unmarried female employees upon marriage;
 - (c) Married female employees upon divorce; or
 - (d) widow or widower employees on the death of spouse;
 - (2) After the transfer drive, the newly married or recently divorced female employee shall be given preferred place of posting against vacancy upon request. However, they shall have to participate in the next transfer drive being married or widowed and at that time they shall be adjusted at any of their top three choices against available vacant posts.
10. **Clarification & Implementation:**
- In case of any doubt or difficulty in making out the true intention of the provisions of this policy, the Administrative Secretary of the department shall be the competent authority to clarify such doubt or to remove such difficulty by issuing a reasoned order to this effect.
11. **Power to relax:-** Notwithstanding anything contained in the policy, the Administrative Secretary, Irrigation & Water Resources Department, Haryana with the prior approval of the Chief Minister, Haryana, shall be competent to transfer any Executive Engineer to any place in relaxation of any or all of the above provisions after recording reasons justifying such relaxation.

Annexure-I for the post of Executive Engineers (Civil)

Sr. No.	Circles	Division
1.	BWS Circle No. I, Hisar	Executive Engineer/D&W
		Hisar W.S. Division, Hisar
		Hansi W.S. Division, Hansi
		Adampur W.S. Division, Hisar
2.	BWS Circle, Fatehabad	Executive Engineer/D&W
		Fatehabad W.S. Division, Fatehabad
		Tohana W.S. Division, Tohana
3.	BWS Circle, Kaithal	Executive Engineer/D&W
		Pundri W/S Division, Kaithal
		Kaithal W.S. Division, Kaithal
		Narwana W.S. Divn., Narwana
4.	BWS Circle, Sirsa	Executive Engineer/D&W
		Sirsa W.S. Division, Sirsa
		Rori W.S. Division, Sirsa
		Nehrana W.S. Division, Sirsa
		Ghagggar W.S. Division, Sirsa
5.	SYL W.S. Circle, Ambala	Executive Engineer/D&W
		SYL W.S. Division, Ambala
		Ambala W.S. Division, Ambala
		Kurukshetra W.S. Division, Kurukshetra
		W.S. Division, Panchkula
6.	YWS Circle, Faridabad	Executive Engineer/D&W
		Faridabad W.S. Division, Faridabad
		Palwal W.S. Division, Palwal
		Mewat W.S. Division, NUH
7.	YWS Circle, Delhi	Executive Engineer/D&W
		Delhi W.S. Division, Delhi
		Interstate & Lision Divisoin, Delhi
8.	YWS Circle, Sonapat	Sonapat W.S. Division, Sonapat
		Rai W.S. Division, Sonapat
		Gurugram W.S. Division, Gurugram
		Const. Division No. 23, Panipat
9.	YWS Circle, Rohtak	Executive Engineer/D&W
		Rohtak W.S. Division, Rohtak
		Sampla W.S. Division, Rohtak
		Gohana W/S Division, Gohana
		Const. Division No. 21, Rohtak
		W.S Division, B/Garh
		Const. Division No. 30, Gohana
10.	LWS Circle, Bhiwani	Executive Engineer/D&W
		Loharu W.S. Division, Loharu
		LWS Division, Ch-Dadri
		Bond W.S. Division, Bhiwani
11.	JLN W.S. Circle, Rewari	Executive Engineer/D&W
		W.S. Division No. I, Rewari
		W.S. Division No. II, Rewari
		Const. Division No. 33, Rewari

Sr. No.	Circles	Division
12.	JLN W.S. Circle, Narnaul	Executive Engineer/D&W
		M/Garh Canal W.S. Division, Ch-Dadri
		M/Garh Canal W.S. Division, M/Garh
		M/Garh Canal W.S. Division, Narnaul
13.	JWS Circle, Jhajjar	Executive Engineer/D&W
		Const. Division No. 19, Rohtak
		RLI W.S. Division, Jhajjar
		Jhajjar W.S. Division, Jhajjar
		W.S. Feeder Division, Rohtak
14.	YWS Circle, Karnal	Executive Engineer/D&W
		Karnal W.S. Division, Karnal
		Indri W.S. Division, Karnal
		Panipat W.S. Division, Panipat
15.	YWS Circle, Jind	Executive Engineer/D&W
		Jind W.S. Division, Jind
		Saffidon W.S. Division, Saffidon
		Const. Division No. 28, Jind
16.	YWS Circle, Bhiwani	Executive Engineer/D&W
		Bhiwani W.S. Division, Bhiwani
		Jui W.S. Division, Bhiwani
		Sewani W.S. Division, Bhiwani
17.	HKB Circle, Jagadhri	Executive Engineer/D&W
		HKB Division No. 1, Jagadhri
		Dadupur W.S. Division, Dadupur
		W.S. Division, Jagadhri
18.	Construction Circle, Hisar	Executive Engineer/D&W
		Const. Division No. 6, Hisar
		Const. Division No. 7, Hisar
19.	Construction Circle, Gurugram	Executive Engineer/D&W
		Const. Division No. 31, Gurugram
		Const. Division No. 26, Gurugram
		Gurugram Water Supply Division, Gurugram
20.	Sarasvati Heritage Circle, Kurukshetra	Sarasvati Heritage Division No. 1, Jagadhri
		Sarasvati Heritage Division No. 2, Kurukshetra
		Sarasvati Heritage Division No. 3, Kaithal
21.	Workshop Circle, Karnal	Executive Engineer/D&W
22.	Project Circle, Panchkula	Executive Engineer/D&W
		Project Division No. 1, Panchkula
		Project Division No. 3, Ambala
		Water Data Collection Division, Karnal
23.	Vigilance Circle, Rohtak	Executive Engineer/D&W
		Vigilance Division, Rohtak
		Vigilance Division, Hisar
		Vigilance Division, Sirsa
24.	Vigilance Circle, Panchkula	Vigilance-I, Panchkula
		Vigilance-II, Panchkula
		Vigilance Division, Ambala
		Vigilance Division, Karnal
		Vigilance Division, Sonapat
		Vigilance Division, Kaithal

Sr. No.	Circles	Division
25.	Head Office, IWRD, Haryana, Panchkula	BWS, IWRD, Haryana, Panchkula
		YWS (N), IWRD, Haryana, Panchkula
		YWS (S), IWRD, Haryana at Delhi
		LCU, IWRD, Haryana, Panchkula
		NABARD, IWRD, Haryana, Panchkula
		Const. IWRD, Haryana, Panchkula
		Works (EIC), IWRD, Haryana, Panchkula
		D.Cell, IWRD, Haryana, Panchkula
		Inter State-I, IWRD, Haryana, Panchkula
		Inter State-II, IWRD, Haryana, Panchkula
		Drainage, IWRD, Haryana, Panchkula
		Planning, IWRD, Haryana, Panchkula
		R&CR, IWRD, Haryana, Panchkula
		G&T, IWRD, Haryana, Panchkula
		Environment, IWRD, Haryana, Panchkula
		CDO-I, IWRD, Haryana, Panchkula
		CDO-II, IWRD, Haryana, Panchkula
		CDO-III, IWRD, Haryana, Panchkula
		CDO-IV, IWRD, Haryana, Panchkula
		Regulation, IWRD, Haryana, Panchkula
26.	MICAD Circle, Hisar	MICAD Division, Sirsa
		MICAD Division, Fatehabad
		MICAD Division, Hisar
		MICAD Division, Bhiwani
27.	MICAD Circle, Karnal	MICAD Division, Kaithal
		MICAD Division, Kurukshetra
		MICAD Division, Panipat
		MICAD Division, Karnal
28.	MICAD Circle, Rohtak	MICAD Division, Rohtak
		MICAD Division, Jhajjar
		MICAD Division, Rewari
		MICAD Division, Jind
29.	MICADA, Haryana, Panchkula	MICADA, Haryana, Panchkula
		MICAD, Haryana, Panchkula
30.	HIRMI, Kurukshetra	HIRMI, Kurukshetra
		HIRMI, Kurukshetra
		Const. Division No. 3, Kurukshetra

Chandigarh:
The 10th January, 2024

PANKAJ AGARWAL,
Commissioner & Secretary to Government Haryana,
Irrigation & Water Resources Department.